

Message

From: Stewart, Lakita [Stewart.Lakita@epa.gov]
Sent: 12/16/2019 8:31:39 PM
To: Nishida, Jane [Nishida.Jane@epa.gov]; Dieu, Martin [Dieu.Martin@epa.gov]; Zimmer, Nathaniel [zimmer.nathaniel@epa.gov]; Mason, Scott [Mason.Scott@epa.gov]
CC: McIntosh, Chad [mcintosh.chad@epa.gov]
Subject: RE: Executive Scheduling List.....

Hello,

here is the list I sent last Thursday. Chad answered #6, he said yes. I have his assistant's email, will reach out to her to schedule. He also took care of #8. Items added to the list below:

1. Anne Idsal rescheduled lunch with Chad to Wed., Dec. 18th.
2. Meeting at the **WH on tomorrow from 3:30-4:30pm w/Brooke Rollins.** I am assuming only Chad will attend this meeting, please note he added a note to this invite to Jane, Nate and Martin, that he would like a notebook prepared for this meeting. I believe Chad told me that he already sent his WAVES for this meeting, please double check that with him. Also ask if he will catch the Metro to this meeting or will he like transportation? I can also check with AO to see if Chad can ride with the Administrator. Let me know his preference.
3. Discuss Meeting request with Dr. Phil Miller, Bayer Crop Science. Chad want to discuss during scheduling Meeting. Request is for Jan. 8th. Please provide a full list of invitees if Chad want to schedule.
4. Mark Kasman sent a meeting request for Chad to meet with Roberto regarding Brazil, assuming this is a request from Chad. He can meet with Chad Thursday afternoon, Dec. 19th.

I will give the emailed requests to Jane. Thanks!

From: Stewart, Lakita
Sent: Thursday, December 12, 2019 5:17 PM
To: Jane Nishida (Nishida.Jane@epa.gov) <Nishida.Jane@epa.gov>; martin dieu (Dieu.Martin@epa.gov) <Dieu.Martin@epa.gov>; Zimmer, Nathaniel <zimmer.nathaniel@epa.gov>; Mason, Scott <Mason.Scott@epa.gov>
Cc: McIntosh, Chad <mcintosh.chad@epa.gov>
Subject: Executive Scheduling List.....

1. On Monday, Dec. 16th a lunch meeting was added on Chad's calendar from 12-1pm w/Anne Idsal. It is a reoccurring meeting invite, but on Monday Chad and jane have a lunch at State Dept. w/Marcia Bernicat. Will Chad attend lunch at State Dept. or with Anne?
2. There is a call w/Taiwan Foreign Minister Joseph Wu in the Administrator's Office. It is Dec. 18th at 6:15pm. It is only on Chad's schedule. Since Chad is no longer going to NM, he can make this call in the Administrator's Office.
3. Brianna is looking to schedule a meeting with HHS for Chad and Jane in January. She also asked for availability for next week as well, but at the time I thought Chad was going to NM, so I told her only on Dec. 19th would work next week.
4. Glenn is looking to schedule the meeting with Commerce on Jan. 14 or 15th.
5. Scott asked me to schedule a meeting with Tom Medaglia, Ecology and Environment, Inc. sometime in January.

6. Is the meeting with Kelvin Droegemeier still needed? I was asked to schedule a meeting with him and Chad to discuss ocean and marine litter issues.
7. I was told to schedule a meeting with Tara McSweeney? Apologies if I spelled her name wrong. If someone can send me an email on this meeting and ok to schedule in January sometime, I assume?
8. I will cancel Chad's hotel/flights to NM in a few min. Chad, the seats you purchased yesterday, I believe you will need to cancel them on line or call American Airlines **(1-800-433-7300)** to cancel them.

Thanks!

Lakita L. Stewart
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